

ACCOUNTS MAINTENANCE CLERK
GS-0525-04

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). This position provides a worker who provides a variety of account maintenance clerical support which requires a basic understanding of accounting systems, policies, and procedures in performing the examination, verification, and maintenance of accounts and accounting data.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent of this position provides accounting clerical support services. Duties typically performed include the following: reviewing purchase orders, contracts, travel orders, and other claims against obligated funds; entering data into accounting systems, correcting invalid/ incorrect entries, and preparing trial balances to check the status of accounts; verifying contract payment provisions; reviewing files for accuracy and compatibility with the various accounting systems used; reviewing documents such as vouchers, purchase requests, work orders, and contract invoices to verify budgetary account codes and dollar amounts; reviewing billing packages to ensure the voucher is complete and that supporting documents are present; receiving, extracting, recording, and balancing data for assigned accounts in automated systems; and monitoring accounts and sub-account balances, reviewing postings to ensure accuracy, and recommending appropriate corrective action.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-3	350 pts.
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Knowledge of a body of standardized regulations, requirements, procedures, and operations associated with clerical duties related to the assigned accounting or financial management support function.

Factor 2 - Supervisory Controls	FL 2-2	125 pts.
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The supervisor or designated employee provides general standing instructions on recurring assignments, indicating what is to be done, applicable policies, procedures and methods to follow, data and information required, quality and quantity of work expected, priority of assignments, and deadlines. Specific instructions are provided for new, difficult, or special assignments. The incumbent uses initiative to perform recurring assignments. Situations not covered by instructions or precedents are referred to the supervisor for decision or help. Finished work and methods used are reviewed to assure technical accuracy and compliance with established instructions, methods, procedures, and deadlines. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines	FL 3-1	25 pts.
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Guidelines are directly applicable, specific, and detailed (*e.g.*, desk procedures, checklists, code books, oral and/or written instructions, and samples) and they cover the important aspects of the work. The incumbent follows guidelines and refers deviations to the supervisor or others for assistance or resolution.

Factor 4 - Complexity

FL 4-2

75 pts.

The incumbent's assigned work involves performing related procedural tasks in processing accounting, or other financial management transactions. The incumbent makes decisions, such as how to sort incoming documents, locate and assemble information, and correct errors based on a review or knowledge of similar cases or samples, or by selecting from among other clearly recognizable alternatives.

Factor 5 - Scope and Effect

FL 5-2

75 pts.

The purpose of the work is to apply specific rules, regulations, or procedures to perform a full range of related accounting, or financial management clerical tasks, duties, and assignments that are covered by well-defined and precise program procedures and regulations. The work affects the adequacy and efficiency of the accounting or financial management function and can affect the reliability of the work of analysts and specialists in related functions.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 2.a. 45 pts.

Contacts are with employees both inside and outside the immediate organization, such as accountants, administrative officers, budget analysts, and automated data processing personnel. Contacts are made to obtain, clarify, or provide information related to the accounting, or financial management support assignments.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary.

Factor 9 - Work Environment

FL 9-1

5 pts.

The work is performed in a typical office setting.

TOTAL = 705 pts.

IV. UNIQUE POSITION REQUIREMENTS